



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: September 15, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 16, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, September 29, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

ET IV

Traffic Studies Supervisor  
Region 5/District 9/Program Development  
Office of Highways Project Implementation  
Carbondale

Attachments  
40923

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Thursday, September 29, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

**Classification:** Engineering Technician IV

**Salary Range:** \$4,695 - \$8,775

**Position Title:** Traffic Studies Supervisor

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW014-23-59-302-13-01

**IPR#:** 40923

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#### Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 5/District 9/Bureau of Program Development/2801 W Murphysboro Rd, Carbondale, IL

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#### Description Of Duties:

This position is accountable for providing traffic estimates for design purposes and all other studies requiring traffic estimates. This position also gathers traffic data to fulfill the Traffic Counting Program required by the Central Office of Planning and Programming, assists in the preparation of engineering studies, needs and sufficiency studies, and reviews the traffic estimates submitted by consultants.

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#### Special Qualifications:

##### Required:

- Valid driver's license
- Ability to work a flexible schedule involving 4 day, 10 hour work weeks; extensive districtwide travel; and work overtime

##### Desired:

- Knowledge, skill and mental development equivalent to completion of four years of college with an emphasis in formal sciences or professional related sciences, or the equivalent training and experience within a traffic related field
- Eight years' experience in a traffic related field
- Previous supervisory/management experience
- Strong communication and management skills
- Strong problem solving and decision making skills
- Experience working with GPS or similar electronic devices for location and navigation
- Proficient computer skills and working knowledge of GIS, Microsoft Word, Excel, and Access

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#### Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

**\*\*This position requires the ability to lift heavy traffic counters and/or classifiers weighing in excess of thirty-five pounds each; drive concrete nails and/or anchors with a sledge hammer into roadway surfaces to stabilize traffic count tubes; deal with animals, insects, rodents and snakes; and to perform outdoor work in a variety of conditions including, but not limited to, inclement weather (hot, cold, wet, windy, muddy), active construction sites and roadways open to traffic.\*\***

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	December 15, 2015	<b>POSITION:</b>	Traffic Studies Supervisor
<b>APPROVED BY:</b>	<u>Carrie Nelsen</u>	<b>OFFICE/DIVISION:</b>	Highways, District 9, Program Development
<b>CODE:</b>	PW014-23-59-302-13-01	<b>REPORTS TO:</b>	Systems and Services Engineer

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***Position Purpose***

This position is accountable for providing traffic estimates for design purposes and all other studies requiring traffic estimates. This position also gathers traffic data to fulfill the Traffic Counting Program required by the Central Office of Planning and Programming, assists in the preparation of engineering studies, needs and sufficiency studies and reviews the traffic estimates submitted by consultants.

***Dimensions***

Subordinate Personnel:	1-5 Permanent; 1-5 Temporary
Area Served:	16 Counties; 10 Urban Areas / 2 Urbanized Areas; 117 Municipalities
Traffic Counts for:	12,600 roadway miles; 4,000 structures; 648 Railroad Crossings

***Nature and Scope***

This position reports to the Systems and Services Engineer. Reporting to this position are the Traffic Studies Specialist, Traffic Studies Field Technician I, and Traffic Studies Trainee. Temporary technicians are assigned as needed to gather traffic data.

This position conducts studies of highway usage to assess the adequacy of existing highways and forecasts future traffic for roadway, intersection and structure improvements. Although the incumbent must be familiar with various methods of collecting and compiling data, the unique aspect of the position is the requirement for specialized analysis and statistical forecasting of average daily traffic and conversion to design hourly volumes.

Typical problems are technical and managerial in nature. The incumbent must have accomplished computer skills, a working knowledge of computer operations, including software relevant to the data collection process such as GIS, Access, and Excel, basic electronics, and knowledge of commercial and social traffic generating activities within the district. The incumbent must train and motivate subordinates. It is imperative to impress subordinate personnel with the need to obtain accurate data. The greatest challenge for the incumbent is to properly analyze data and accurately project future volumes and types of traffic for use by the Department.

The incumbent coordinates traffic studies with County Engineers, municipal officials, and consultants to assure the manpower assigned by them will obtain accurate field data. This data is used to develop uniform average daily traffic maps. The incumbent is to ensure the proper placement, maintenance, and retrieval of traffic counters on schedule. This requires coordinating permanent and temporarily assigned employees and employees assigned by counties and municipalities to perform traffic counts.

The incumbent supervises the gathering of field data; maintains electronic traffic counting equipment; maintains electronic continuous count stations; analyzes traffic data; forecasts and provides traffic flow for design reports and intersection design studies; prepares traffic data for district personnel, statewide reports, consulting engineers, the general public, and other agencies; interprets the impact of land use on traffic volume forecast; truck weight, time delay and intersection delay studies for federal and state agencies; and provides expert knowledge on data entry and retrieval of the traffic analysis computer systems. County and city traffic maps are revised with new traffic data on a five year rotating cycle. State average daily traffic maps, heavy

commercial, and multiple unit truck maps are revised every odd year. Federal Highway Performance Monitoring System counts are taken annually and reported to the Federal Highway Administration. The incumbent must input the traffic counts into the Illinois Highway Information System Database (IHIS) according to the key route identification system.

The incumbent accomplishes objectives through the following staff:

Traffic Studies Specialist – This position is accountable for assisting the Traffic Studies Supervisor by overseeing the field operations of traffic count data collection, recording and processing the data, and testing the data for validity. S/he is also responsible for training personnel.

Traffic Studies Field Technician I – This position is accountable for assisting the Traffic Studies Specialist by performing the field operations of traffic count data collection, recording, and testing the data for validity. S/he also assists training personnel.

Traffic Studies Trainee – This position is accountable for performing the field operations of traffic count data collection, recording, and testing the data for validity.

The incumbent assigns study priorities, study methods, work assignments, and personnel. S/he may recommend personnel actions and the purchase of supplies and equipment. This position operates within the guidelines as set forth by state and federal regulations. This position requires a valid driver's license; extensive travel within the district and occasionally outside the district, which could include overnight stays; working a flexible schedule with possible overtime during evenings and weekends; the ability to lift heavy traffic counters and/or classifiers weighing in excess of thirty-five pounds each; to drive concrete nails and/or anchors with a sledge hammer into roadway surfaces to stabilize traffic count tubes; to deal with animals, insects, rodents and snakes; and to perform outdoor work in a variety of conditions including, but not limited to, inclement weather (hot, cold, wet, windy, muddy), active construction sites and roadways open to traffic.

The incumbent's contacts within the Department are with district personnel and Central Office. Outside contacts include other state agencies, local governmental units, private corporations, consultants, and the general public.

The performance of the incumbent will be evaluated by the timeliness and accurateness of required annual traffic data collection and additional traffic studies. Timeliness will be judged by whether s/he meets deadlines set for various projects. Accurateness will be evaluated by using historical data to evaluate new data and to evaluate traffic volumes. Cooperation with internal and external contacts can be judged by the rapport.

### ***Principal Accountabilities***

1. Responsible for training, supervising, motivating, and evaluating subordinates.
2. Responsible for the scheduling of traffic counting operations to meet predetermined deadlines.
3. Responsible for the reliability of traffic counts, traffic surveys, and traffic forecasts used for statistical purposes, design and planning studies, or traffic reports.
4. Responsible for timely submittal of traffic data to Central Office for statewide or systemwide analysis, compilation, and publication of data.
5. Responsible for keeping informed of traffic trends as affected by recreational, industrial, or other activities causing unusual traffic trends, and for maintaining good record system for retrieval of past traffic counts necessary to determine and evaluate trends.
6. Performs other duties as assigned.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.